

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, OCTOBER 3, 2022

APPROVED

Board Members Present: Rebecca Pfeiffer, Chair (via Zoom); Dick Thayer; Tanner McCuin (via Zoom); Emily Biron (via Zoom).

Board Members Absent: Matthew Freedom; Denis LaPointe, Alternate; Becky Manahan, Alternate.

City Staff Present: Sara Bennett, Property Services Manager; Angela Bernard, Minute Taker.

Members of the Public Present: Jack Nichol

A. OPEN MEETING – R. Pfeiffer opened the meeting at 6:31 PM.

1. Pledge of Allegiance – pledge was recited
2. Assignment of Alternate(s) - none necessary
3. Consider any additions or deletions to agenda - none

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. Case #2022-020 for Conditional Use Review / Jack Nichol / 10 Catherine Street/ Parcel 26018010. This property is located in the B1 Business 1 Zoning District and the DR2 Downtown Expansion Review District.

R. Pfeiffer introduced the case.

No conflicts of interest were noted. The oath was administered.

S. Bennett presented the City staff report, including staff notes and concerns. These include concerns about parking and signage, with a recommendation that the board may want to ask the applicant about plans for construction and business hours.

R. Pfeiffer opened the hearing to questions from the Board for City staff. R. Pfeiffer asked for clarification about the location of the building and the current layout. There are apartments upstairs and S. Bennett explained that the planned business would be inside the building, not visible from the street.

J. Nichol testified on behalf of his application. He explained that his business would be packaging products and then shipping them out to businesses across the state. J. Nichol further explained that the use of this building for packaging and shipping would be

short-term. The plan is to use it for 60 days for this purpose until an additional, planned facility on Walnut Street is operational to take over the shipping aspect of the business. After this, the space in this building would be used primarily for office space.

R. Pfeiffer asked about parking and hours. J. Nichol said it would be three cars maximum at a given time, with no shipments coming or going. Hours would be regular Monday through Friday daytime business hours. No deliveries or box trucks would be coming.

T. McCuin asked which street the deliveries would be made on. J. Nichol answered that deliveries will be from his personal vehicle so from the building's assigned parking spot on Catherine Street. T. McCuin asked about the usage of chemicals and solvents in the building. J. Nichol said there would be no chemicals, aside from possibly rubbing alcohol.

R. Pfeiffer asked about possible signage. J. Nichol said there would be no signs. R. Pfeiffer asked about the possibility of construction or changing of the building. J. Nichol said there is no construction needed, the building is well set up for their purposes.

No public comment.

R. Pfeiffer closed the hearing at 6:47 PM.

C. OTHER BUSINESS

1. Planning & Development update – S. Bennett told the Board that none of the big projects they've approved in recent months have been completed yet. There was extensive discussion regarding incoming businesses, recently opened businesses, and planned housing.

2. Enforcement update - none

3. Approval of Meeting Minutes –

Minutes for January 2022 were tabled for approval until more Board members are present to vote on them.

Minutes for September 2022 were tabled for approval until Board members have a better chance to review them.

4. Confirm next meeting date and time – there was discussion regarding possibly moving the next meeting away from the day before Election Day. S. Bennett said it should be fine to hold the meeting as planned on Monday, November 7, 2022 at 6:30 PM.

5. Other - none

D. PUBLIC COMMENT

None

E. ENTER DELIBERATIVE SESSION

Motion by T. McCuin to enter deliberative session. Second by E. Biron. The Board entered deliberative session at 6:59 PM.